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## Word - Protecting Your Document

When working on a Word document that will be shared with others, there are times when you need to protect your document or parts of it. Word offers a variety of ways to protect your document – here are two of them - password protecting the whole document or just the formatting of it.

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### Password protect document when opening or modifying document

#### Word 2003

1. Open the file.
2. On the Tools menu, click Options, and then click Security.
3. Do one of the following:

To Create a password to open

- In the Password to open box, type a password, and then click OK. In the Reenter password to open box, type the password again, and then click OK.

Create a password to modify

- In the Password to modify box, type a password, and then click OK. In the Reenter password to modify box, type the password again, and then click OK.

#### Word 2007 and above

1. Click the Microsoft Office Button , point to Prepare, and then click Encrypt Document.
2. In the Encrypt Document dialog box, in the Password box, type a password, and then click OK.
3. In the Confirm Password dialog box, in the Reenter password box, type the password again, and then click OK.
4. To save the password, save the file.

Note: To remove the password - use the password to open the document., click the Microsoft Office Button , point to Prepare, and then click Encrypt Document., in the Encrypt Document dialog box, in the Password box, delete the encrypted password, and then click OK. Finally, save the file.

### Protect your document's formatting

#### Word 2003

1. On the Tools menu, click Protect Document.
2. In the Protect Document task pane, select the Limit formatting to a selection of styles check box.
3. Click Settings.
4. In the list of formatting styles in the Formatting Restrictions dialog box, select the check boxes for the styles you want to allow, and clear the check boxes for the styles you don't want to allow in the document.
5. Click Yes, Start Enforcing Protection.
6. Type a password in the Enter new password (optional) box, and then confirm the password.

#### Word 2007 and above

1. Click the Microsoft Office Button , click Save As, and on the bottom of the Save As dialog, click Tools.
2. On the Tools menu, click General Options. The General Options dialog opens.
3. Under File sharing options for this document, in the Password to modify box, type a password.
4. In the Confirm Password dialog, re-type the password. Click OK.

5. Click Save.

Note: To remove the password, repeat these instructions and then delete the password from the Password to modify box. Click Save.

If you need help with any Word project we can help, just contact us at [info@aapk.com](mailto:info@aapk.com).

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## Speed Up Your Browser - Clear the Cache

Do you experience slowing of your web browser when surfing or your web designer updated a page and you are not seeing the update? Then it's time to clean your cache and it's easy to do.

Your web browser will store (cache) web content for reuse as you surf the web. This is done to reduce the requests to a web server when you go to a site. But it takes up space on your hard drive and can slow up your browser.

Why does it cache the files? As you surf each page you visit your browser will save the files (images, html, and other content) necessary to display that page. That way as you click the forward and back buttons the data doesn't have to be retrieved again from the web server (saving time).

This has its benefits, but also can be frustrating - because sometimes if a site is not visited often, the browser gets lazy and won't retrieve the newest files causing a viewer not to see an updated site.

If you are experiencing slowness or not seeing an updated page – it's time to clear your cache. Here's how to do it on these popular browsers:

### Internet Explorer (IE) 8

1. Open Internet Explorer. Click the Tools menu on the top left of the IE toolbar.
2. Click on "Delete Browsing History."
3. Select "Temporary Internet Files."
4. Click the Delete button at the bottom of the window and your temporary files will be deleted instantly.

To set IE 8 so it automatically clears the cache:

1. Open Internet Explorer. Click the Tools menu on the top left of the IE toolbar.
2. Click on Internet Options.
3. Click the Advanced tab.
4. Scroll down to the Security section.
5. Click to check the box next to the option labeled "Empty Temporary Internet Files folder when browser is closed."
6. Click OK. This will delete everything except cookies.

### Firefox 3.5 or 3.6

1. Open Firefox. Click Tools on the top left of the Firefox tool bar. Select Options.
2. Select the Advanced panel.
3. Click on the Network tab.
4. In the Offline Storage section, click Clear Now.
5. Click OK to close the Options window

To set Firefox 3.5 or 3.6 so it automatically clears the cache:

1. Click Tools on the top left of the Firefox tool bar. Select Options.
2. Select the Privacy panel.
3. In the History section, click on the "Firefox will:" drop-down box and choose "Use custom settings for history."
4. Check the box for "Clear history when Firefox closes."
5. Click on the Settings button.
6. In the Settings for Clearing History window, click the checkmark box next to Cache.
7. Click OK to close the Settings for Clearing History window.
8. Click OK to close the Options window

If you need help with a web site or issues about the web, contact us at [info@aapk.com](mailto:info@aapk.com)

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Contact us - 203-305-3124 or at [info@aapk.com](mailto:info@aapk.com)

AAPK - 45 Shadyside Lane, Milford, CT 06460

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